



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

<b>JOB TITLE</b>	Political Analyst/Coordination Officer – 20554 – GS14
<b>JOB ANNOUNCEMENT NUMBER</b>	20554
<b>SALARY RANGE</b>	\$106,263 - \$138,136 annually
<b>OPEN PERIOD</b>	7/1/2014 – 7/15/2014
<b>POSITION INFORMATION</b>	Rotational
<b>DUTY LOCATION</b>	Northern VA
<b>WHO MAY APPLY</b>	US Citizens
<b>SECURITY CLEARANCE</b>	TS/SCI with CI Polygraph
<b>SUPERVISORY STATUS</b>	No
<b>TRAVEL REQUIRED</b>	0-25% Travel
<b>RELOCATION AUTHORIZED</b>	No

## ORGANIZATIONAL MISSION:

\*\*\*This announcement advertises a GS-14 position. Lower graded employees may apply .\*\*\*

### Component Mission:

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government for analyzing and integrating all intelligence possessed or acquired by the United States Government pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. And it conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the federal government.

### Office Mission:

The National Counterterrorism Center (NCTC) Directorate of Intelligence (DI) was mandated by Congress to be the primary organization in the United States Government (USG) for analyzing and integrating terrorism intelligence. The DI provides senior policymakers with integrated and coordinated terrorism analysis and produces the full range of analytic product, including daily National Terrorism Bulletins, President's Daily Briefs, short-term and longer-term research, alternative analysis, community alerts, advisories and assessments.

### Group/Branch Information:

NCTC is seeking an experienced analyst to serve as an intelligence officer on the Interagency Intelligence Committee on Terrorism (IICT). The IICT manages the production of coordinated Intelligence Community products on terrorism. These include the Threat



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Alerts and Advisories of the Intelligence Community Terrorist Threat Warning System. In especially time-critical situations, the IICT Executive Secretariat is also responsible for producing and disseminating NCTC Terrorist Threat Warnings.

Additionally, the IICT Executive Secretariat produces Assessments that warn of credible but non-specific threats or provide in-depth analysis on a terrorism topic, trend, or development for decision-making and policy support. Assessments (and Memorandums---short-format assessments) are often produced in response to requests from senior policymakers.

## DUTIES:

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### Major Duties and Responsibilities:

Plan, research, develop, and communicate in-depth political, counterintelligence, or counterterrorism analyses for senior policymakers and key components in the Intelligence Community (IC), law enforcement, and the Office of the Director of National Intelligence (ODNI).

Intelligence Analysts in the IICT are focused on the production of intelligence papers on a wide variety of issues related to counterterrorism and are responsible for the drafting, coordination, publication, and dissemination of these products. Many of the IICT's products are drafted by analysts from one of the IICT's "Warn 8" partner agencies. IICT intelligence officers are also expected to draft papers themselves and to compile draft products using input from multiple partner agencies. Some of these products are published under very tight deadlines. All IICT products are fully coordinated with the Warn 8, and represent the analysis of the Intelligence Community (IC) as a whole—reflecting the consensus of the IC and showing dissent when necessary. IICT analysts work closely with other analysts to ensure that IC analytic tradecraft is expertly applied in all IICT products. This requires highly effective skills in editing, writing, analysis, and resolving analytic differences and contentious issues.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

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### Required Knowledge, Skills and Abilities:

Strong analytic and critical thinking skills. The ability to perform in-depth counterterrorism analyses and produce a broad range of finished intelligence products that meet the needs of a range of different customers, as well as remain open-minded and change opinions on the basis of new information and requirements.

Ability to serve customers that range from senior US policymakers and key components in the Intelligence Community (IC), to lower echelons in the US policymaking, intelligence, military, diplomatic, or law enforcement communities. Products for these customers will support key US foreign policy and national security objectives and help shape IC analysis and priorities.

Strong oral and written communication skills and the ability to produce written products that are clear, concise, well-organized, and conform to strict criteria and standards. In particular, an ability to develop and publish well-organized, high-quality intelligence products. Strong interpersonal skills, including the ability to collaborate with colleagues from multiple other agencies and to coordinate conflicting agency positions while maintaining a collegial atmosphere.

### Desired KSAs:

Expert knowledge of Intelligence Community analytic tradecraft.

Background in counterterrorism issues, familiarity with the US government customer base for counterterrorism issues and familiarity with key US foreign policy and national security counterterrorism objectives.



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A current Top Secret security clearance. (Applicants must be U.S. citizens and either have, or are able to obtain, a Top Secret security clearance. Assignments require successful completion of a counterintelligence polygraph within the last seven years. If applicants have held a Top Secret clearance for the previous seven years, the suitability portion of the polygraph requirement may be waived.)

## HOW YOU WILL BE EVALUATED:

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You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

## BENEFITS:

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Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- **Health Care Flexible Spending Accounts**

## OTHER INFORMATION:

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You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

## HOW TO APPLY:

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### \*\*\*HOW TO APPLY\*\*\* (DETAILEE APPLICANTS)

**DETAILEE:** A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.



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If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

**Any application submitted directly by an IC employee to the gaining element will not be considered.**

## **WHAT TO EXPECT NEXT:**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

## **AGENCY CONTACT INFO:**

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ODNI Recruitment

Phone: (703)275-3663

Email: [RECRUITMENT@DNI.GOV](mailto:RECRUITMENT@DNI.GOV)

## **WHAT TO EXPECT NEXT:**

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The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.